

Torch Paper Presentation Guidelines

These guidelines are in two parts. The first group is adapted from “The Torch Paper,” a document by the International Association of Torch Clubs (IATC):

The Torch presentation shares knowledge and points of view with freshness and vitality, attracts intellectual curiosity, opens new avenues of thought, and stimulates energetic discussion.

To engender an invigorating inter-professional interaction and to promote lively discussion, the Torch presentation. . .

- Is of **SIGNIFICANCE** and has application for persons from the various professions
- Has a **PROVOCATIVE THESIS** with wide appeal that will hold attention
- Carries a stamp of **AUTHORITY** and/or **SCHOLARSHIP** on the part of its presenter
- Is **CREATIVE** and delivered with a fresh and original approach
- Is **WELL-PRESENTED** in an organized manner that enhances its appeal

The Torch presentation offers fresh concepts with brevity and clarity. It has ample reference to works on which the presenter leans, and, with grace and circumspection, it does not avoid controversy. It is always interesting, stimulating and of high quality.

Torch Club of Columbus has these important additional guidelines:

- Our standard schedule calls for the presentation to run from 6:35 p.m. to 7:30 p.m., a total of 55 minutes. In order to allow introducing the speaker and leaving a reasonable time for questions, speakers are encouraged to plan their talks for no more than 30 to 40 minutes, depending on the nature of the topic and the likelihood of extensive questions.
- We emphasize that talks should be aimed at stimulating questions and discussion, not simply presenting some information.
- Please pay careful attention to the audiovisual equipment guidelines, particularly the need to confirm that any requirements are understood and the necessary equipment is available. Note that the Faculty Club does not provide a computer.
- The room in which presentations are made is large, so please insure that any visual elements of your presentation (e.g., PowerPoint slides, if used) are appropriate to the setting. Be sure that the fonts are large enough to be read from all parts of the room, and use readable color combinations.

- When slides containing text are used, they should support the talk, but not hold the entire content (i.e., don't just read the slides to the audience).

The whole purpose of Torch is to enjoy fellowship and exchange of knowledge and understanding, in an environment that invites conversation and exploration. Speakers should always feel free to reach out to others for suggestions and assistance in preparing for their presentations, whether the questions involve content, style, or practical matters of presentation. The president-elect and the program committee are quite willing to help, and to make recommendations or suggest others who may be helpful.